**DRAFT MINUTES OF THE ANNUAL MEETING OF BISHOP’S TACHBROOK PARISH COUNCIL ON THURSDAY, 13TH MAY 2021 AT 7.30PM AT ST. CHAD’S CENTRE**

**Present:** Clls. M. Greene (Chairman), C. Brewster, R. Bullen, S. Deely, M. Drew, C. Herbert, K. Wellsted, District Cllrs. A. Day (until 8.40pm) and D. Norris (until 8.40pm)

**1. Appointment of Chairman**

Cllr. Deely proposed Cllr. Greene, seconded Cllr. Wellsted and carried unanimously. Cllr. Greene signed the declaration of office form.

**2. Apologies**

Cllrs. Carter (personal), Keung (personal) and District Cllr. Matecki.

**3. Appointment of Vice Chairman and Financial Officer**

The Chairman proposed Cllr. Carter for Vice Chairman, seconded Cllr. Deely and carried unanimously. The Clerk was appointed as financial officer.

**4. Public session**

No questions from the public.

**5. Declarations of interest**

Cllr. Bullen declared a personal interest in item 17(v) as he knows the architect. Cllr. Brewster declared personal interests in item 15(x) and 18(xiii) as he knows the landowner. Cllr. Deely declared a pecuniary interest in item 8(ii) as a nearby landowner and personal interests in items 15(x) and 18(xiii) as he knows the landowner. The Chairman declared pecuniary interests in items 15(ii), 18(iii), 18(iv) and 18(x) as the companies are customers of his employer. He declared personal interests in items 15(x) and 18(xiii) as he knows the landowner. Cllr. Wellsted declared personal interests in items 15(x) and 18(xiii) as he knows the landowner.

**6. Proposed electric charging station and solar farm**

The clerk had circulated, prior to the meeting, a presentation prepared by the applicant. The need for this facility was appreciated but councillors believe it is in the wrong location. The clerk was asked to relay this thought to the applicant.

**7. Acceptance of the minutes of the previous meetings (extraordinary meeting and April ordinary meeting)**

Both sets of minutes were circulated prior to the meeting. Cllr. Brewster proposed we accept both, seconded Cllr. Wellsted and carried unanimously. The Chairman signed the minutes.

**8. District Council Matters**

(i) To receive report

District Cllr. Norris said he has brought the condition of the district owned garages to the attention of the portfolio holder. District Cllr. Day added that the garages are beyond repair and could be demolished. He said that any planting of trees on Mallory Road, Church Hill or elsewhere in the parish would be welcomed. Combining our local plan with Stratford District Council would save the districts around £2 million. Cllr. Wellsted asked if we could submit our draft neighbourhood plan as our response to the South Warwickshire Local Plan consultation. Cllr. Day confirmed that this would be acceptable. From the 17th May council meetings will be taking place in the Town Hall.

8.06pm Cllr. Deely leaves the meeting

(ii) Enforcement issue on Oakley Wood Road update

District Cllr. Day reported that the District Council is short staffed in this department. The clerk reported that a senior planning manager has confirmed that he will be responding to us within 2 weeks. The clerk was asked to ensure that, if an update is not received, to chase this officer copying Cllr. Day and Norris.

8.08pm Cllr. Deely returns to the meeting.

(iii) Path adjacent to Harbury Lane update

District Cllr. Norris reported he has chased officers to try and get the flooding on the perimeter path sorted. District Cllr. Day said this should be further addressed in the plan that is coming forward with the County Council for Harbury Lane.

(iv) Mallory Road fencing payment

Cllr. Norris reported we should not be charged for this. This was confirmed by Cllr. Day. The repairs on the footways are taking place.

(v) Bins on the new development

This matter is being addressed by the District Council. A solution, until the roads are adopted by the County Council, is to place the bins at the end of the road.

**9. County Council Matters**

(i) To receive report

County Cllr. Matecki has reported that he will be meeting with ex councillor Caborn and officers and will report at our June meeting.

(ii) Drop kerbs on Othello Avenue, Farm Walk and Church Hill

Cllr. Deely reported that he has requested an update from the officer he met with regarding the drop kerb on Othello Avenue. Covid restrictions were mentioned at the on-site meeting as an issue in moving this project forward.

(iii) OWR2 scheme update

The Chairman reported that Cllr. Carter has engaged with Cllr. Matecki.

(iv) OWR chevron replacement timeline

Cllr. Carter is liaising with Cllr. Matecki for a date.

(v) Seven Acre Close; safety audit update

This is with the County Council safety audit team.

The Chairman asked if we could rearrange the agenda to allow our district councillors to leave the meeting. There were no objections.

**12. Country Park and School**

(i) To receive report

Cllr. Deely had circulated, prior to the meeting, a report. He briefly updated the meeting.

District Cllr. Day reported that the ownership of the land from the developer should progress. Cllr. Deely raised concerns regarding the liability for the cost of treating the contaminated land, including the monitoring and cost of the on-going treatment, that is agreed by the District Council. There will be a legacy risk and the Parish Council needs to understand that risk. There is also an access issue across the country park, a SUD to be located and a construction site location to be agreed. These issues could fall onto the leaseholder. Councillors agreed that it would be wise to bring these concerns to the attention of our solicitor. The clerk was asked to write to them seeking advice.

**13. Climate Change Group (TRACC)**

(i) To receive report

Cllr. Drew had circulated, prior to the meeting, a report. He briefly updated the meeting.

(ii) Recycling leaflet update and to consider next steps

Cllr. Drew reported that the District Council are reviewing the recycling system. Leaflets will be dated relatively quickly. The Chairman asked if residents could have stickers for the bins to remind them of what items can be recycled. Cllr. Drew explained that we will have a single bin for our recycling. Digital information on recycling will be in 2 strands, the full recycling guide will be published on the website, ‘short bursts’ will appear on social media. The social media releases will always have a link to the full guide on the website. District Cllr. Day supported Cllr. Drew on a digital system. It was agreed that Cllrs. Drew, Brewster and the Chairman would liaise to ensure that information is available and communicated to residents.

**18. Financial/Administration**

(v) Historically incorrect precept payments from WDC; outstanding

The Chairman explained that the Parish Council still hasn’t received this outstanding sum from the District Council. District Cllr. Day said that this was probably due to end of year workload. He promised to take this forward to ensure that we are compensated as a matter of urgency.

8.40pm District Cllrs. Day and Norris leave the meeting.

**10. Chairman’s Matters**

(i) To receive report

No new update.

(ii) Parish Masterplan update and MOU

No new report.

(iii) Community Package/Country Land update

See item 12.

**11. Technology and Digital Matters**

(i) To receive report

Cllr. Brewster had circulated, prior to the meeting, a report. He briefly updated the meeting.

He said he could assist if councillors need to set up a meeting on Teams. He had circulated a link to a short policy on handling personal data. The clerk said she would add this to June’s agenda. Councillors raised concerns regarding the amount of information received for this meeting via email. The clerk apologised. Cllr. Brewster suggested we use Google drive and have meeting files. He said he would be willing to organise a training session for councillors. Councillors and the clerk said that this would be worthwhile.

(ii) WALC; secure email systems

The clerk had forwarded to the Chairman and Cllr. Brewster an email from WALC concerning the need for a secure email system. Cllr. Brewster confirmed that the Parish Council Google suite is secure. The clerk reiterated that councillors must use their Parish Council email address for Parish Council business.

**13. Traffic and Road Community Safety**

(i) To receive report

Cllr. Carter had circulated, prior to the meeting, a report. It was noted that Cllr. Carter is requesting funding towards a traffic calming scheme near Heathcote Primary School. Cllr. Wellsted was asked if he could forward the CIL request list to councillors for consideration at the next meeting.

**15. Amenities Matters**

(i) To receive report

Cllr. Deely briefly updated the meeting.

9pm The Chairman leaves the meeting and Cllr. Deely takes the Chair.

(ii) New allotments update

The clerk reported that the area around the mast hasn’t been strimmed. The management company will not strim the area as it can’t justify the cost to the residents until the rubble has been removed by the developer. It was agreed that the clerk should send an email to the developer asking if they could address this issue.

9.03pm Cllr. Greene returns to the meeting and takes the Chair.

(iii) Play area inspections report

Our inspector has reported a potential trip hazard around the trampoline. The clerk was asked to take photos and report to the supplier.

(iv) Play area signage update

We are waiting for our design consultant to advise if he has been able to find a supplier.

(v) Phase II play equipment update

The supplier is hopeful they can start work week beginning 5th July. The play area will be closed for 2 weeks.

(vi) BMX track repairs; week commencing 21st June

Noted.

(vii) Outdoor gym equipment surfacing; week commencing 21st June

Noted.

(viii) Path to Oakley Wood update

Cllr. Deely reported that our consultant should be starting the speed survey week commencing 17th May. An outline design will follow and a safety assessment. The District Council is liaising with landowners.

(ix) Sports and Social Club driveway

Cllr. Herbert reported that the application is with the planning department who currently have a 3 month backlog.

(x) Church Lees paving; completed

9.15pm The Chairman, Cllrs. Brewster, Deely and Wellsted leave the meeting. Cllr. Herbert takes the Chair.

(xi) Overgrown vegetation on the Meadow

The clerk reported that residents have allowed her to enter both gardens; Kingsley Court and Oakley Wood Road. The tree surgeon advised that the trees do need cutting back but not to the height of the fence. The work needs to blend in with the existing vegetation and might require regular pruning. A bi-annual tree inspection for the areas owned by the Parish Council will be added to January 2022 agenda. The clerk confirmed that she has 3 quotes for the work on Oakley Wood Road. She was asked if she could request quotes for the work on Kingsley Court.

9.17pm Cllrs. Brewster, Deely, Greene and Wellsted return to the meeting. Cllr. Greene takes the Chair.

(xii) Request from WI for cake stall on Village Green; 26th June

Councillors agreed that it was good to see village life returning to normal. It was noted that we still need to be vigilant. This request was approved subject to the clerk receiving a risk assessment from the WI, confirmation that they have public liability insurance and understanding that this approval is subject to any Government restrictions that might happen before 26th June.

(xiii) Oakley Meadows; Ragwort update

The clerk said the Management Company are aware of this concern by a resident and wish to understand where the plants are. The clerk to liaise with the Management Company and the resident.

**16. Neighbourhood Plan**

(i) To receive report

Cllr. Wellsted had circulated, prior to the meeting, a report. He briefly updated councillors. Cllr. Wellsted asked councillors when they would like the referendum to take place. It was agreed that the District Council should be asked for a date as they will have to handle the arrangements.

**17. Planning applications**

(i) Planning notice 20/2107 – 2 King Edward Drive; granted

(ii) Planning notice 20/2115 – 69 Mallory Road; granted

(iii) Planning application 21/0168 – 2 Pittam Way

Councillors agreed to raise no comments or objections.

(iv) Planning application 21/0227 – land at Asps Farm

No comments or objections.

9.25pm Cllr. Bullen leaves the meeting.

(v) Planning application 20/2111 – Squab Hall Farm, Harbury Lane

No comments or objections.

9.27pm Cllr. Bullen returns to the meeting.

(vi) Planning application 21/0085 – 94 Lionheart Avenue

No comments or objections.

**18. Financial/Administration**

(i) Bank balances

The following balances were reported:

Current account - £237,294.49

Investment account - £63,505.53

The current account includes the precept and £86,849 CIL funding.

The clerk reported that she has received a cheque for £5,797.72 from the disbanded Youth Club which will be ring fenced for youth activities/clubs.

(ii) Draft 2020/21 accounts

The Clerk had circulated to councillors, prior to the meeting, draft accounts. She pointed out that we received no rent from the Sports and Social Club in January. They did pay rent in June when councillors agreed that the rent would be waived because of the pandemic. We are underbudget on receiving funding from grants because of the lack of opportunities caused by the pandemic. On payments the Council is overbudget on clerk’s salary due to a review of her salary scale. Village maintenance is overbudget because of the need to strim around the posts. Our contractor has recruited a resident to assist with this task.

9.30pm The Chairman leaves the meeting and Cllr. Deely takes the Chair.

(iii) Deed of Easement update

A letter has been sent to the developer who has responded swiftly. He says our solicitor’s fees are in dispute and says he will discuss this with his solicitor as a matter of urgency.

(iv) Allotment transfer update

See 18(iii).

9.32pm Cllr. Greene returns to the meeting and takes the Chair.

(vi) Financial risk assessment update

The clerk reported that once this meeting has closed there is one remaining risk; the clerk’s job description.

(vii) To adopt revised Standing Orders

Revised standing orders had been circulated to councillors, prior to the meeting. Cllr. Bullen proposes Council adopts these orders, seconded Cllr. Brewster and carried unanimously.

(viii) To adopt revised Financial Regulations

Revised financial regulations had been circulated to councillors, prior to the meeting. Cllr. Bullen proposed Council adopts these new regulations, seconded Cllr. Brewster and carried unanimously.

(ix) To review bank signatories

Cllrs. Brewster, Bullen, Carter, Deely and Herbert are current signatories. Councillors agreed there should be no changes to the bank signatories.

(x) To review insurance policy.

The policy had been circulated prior to the meeting. Councillors agreed to accept this policy as there will be additions when the new play equipment is installed mid year and the company has confirmed there will be no administration cost. The clerk was asked to arrange for councillors to consider 3 quotes at February’s meeting for 2022/23.

(xi) To review asset register

The register was approved. Councillors requested that it be reviewed when the garages are emptied in the summer and decisions are made whether to sell redundant grass maintenance equipment.

(xii) To accept risk assessment on meeting venue

The clerk, had circulated, prior to the meeting 2 risk assessments on the St. Chad’s Centre; 1 from the Centre and 1 for the Parish Council. Councillors agreed to accept the Parish Council risk assessment.

9.43pm The Chairman, Cllrs. Brewster, Deely and Wellsted left the meeting. Cllr. Herbert took the Chair.

(xiii) To consider 3 quotes for lowering the vegetation on the Meadow adjacent to 38 Oakley Wood Road

The clerk had circulated to councillors, prior to the meeting, 3 quotes. She updated councillors on the situation with the property being in the conservation area but the trees on the Meadow being on the edge. Councillors agreed that the trees should be pruned instead of being reduced to hedge height. It was important to keep the consistency in the vegetation on the edge of the Meadow whilst appreciating that these trees are affecting the sunlight into the garden. Cllr. Drew proposed we accept the quote from Tree Wise Men, seconded Cllr. Bullen and carried unanimously.

9.45pm Cllrs. Brewster, Deely, Greene and Wellsted returned to the meeting and Cllr. Greene took the Chair.

(xiv) To review standing order payments

The clerk explained the 3 standing order payments on the payments schedule; Google account (£46 per month), Melt subscription (£10.41 per month which is paid by the clerk and reclaimed on expenses) and the clerk’s pension payments. The Chairman reported that he will be checking the payments made for the clerk’s pension. Cllr. Brewster explained the Melt subscription charge related to the publication of the parish magazine which is now on-line and will remain on-line. Cllr. Deely proposed we continue these payments, seconded the Chairman and carried unanimously.

(xv) Clerk’s salary and pension payments; to record annual checking process

The Chairman confirmed that he has the schedule and will be reporting at the next meeting.

(xvi) Village Green paving grant; report submitted

The clerk reported that she has now taken a photo of the paving and will be forwarding to the County Council.

(xvii) To review areas of focus and councillor responsibilities

Councillors said they were happy to keep their current areas of responsibilities. The Chairman said he has spoken to Cllr. Carter who is willing to remain with traffic and road community safety. He would be liaising with Cllr. Keung shortly.

(xviii) To adopt a general reserves policy

Cllr. Deely asked if we could defer this policy to the June meeting as this is a new requirement. Councillors agreed this request.

(xix) To review compliance with existing laws; data protection, human rights, health and safety, equal opportunities, discrimination/disability, employment and PAYE

The clerk reported that we are registered with the Information Commissioner’s Office in respect of Data Protection. The subscription amount of £40 is shown on our payments schedule. The clerk’s P60 is on the accounts file and the internal auditor is required to check that we are registered for PAYE. We complete risk assessment for tasks we undertake and abide by legislation in respect of human rights, equal opportunities, discrimination/disability and employment.

(xx) End of year form; submitted.

The clerk reported that the form has been filed with HMRC.

(xxi) Sports and Social Club lease to receive update and consider approval and signing

The clerk confirmed that the lease had been finalised and it awaits signatures. The Chairman said that he was waiting for the Club to sign. He would liaise with the Club. Councillors agreed that the Chairman and Cllr. Herbert should sign the lease on behalf of the Parish Council.

9.53pm Cllr. Greene leaves the meeting and Cllr. Deely takes the Chair.

(xxii) Passing of following accounts for payment

**RESOLVED: that the following accounts be approved for payment (proposer Cllr. Wellsted, seconder Cllr. Drew) carried unanimously.**

Mrs. C. Hill – Salary (May)

Mrs. C. Hill – expenses (Jan 2020-March 2021) - £607.16

Mr. A. Gandy – grass cutting (April) - £450.00

Zurich Municipal – annual insurance premium - £1,427.76

Sutherpark Ltd. – paving on the green - £13,800.00

Phil’s Plumbing and Heating Ltd. – allotments - £50.00

Whitnash Home and Garden Services – play area inspections - £200.00

CPRE – annual subscription - £36.00

9.54pm Cllr. Greene returns to the meeting and takes the Chair.

**19.** **Date of next meeting**

10th June at 7.30pm in the St. Chad’s Centre.

The Chairman closed the meeting at 9.55pm.